

Thesis Assistant Editor

this WORKFLOW is for you.

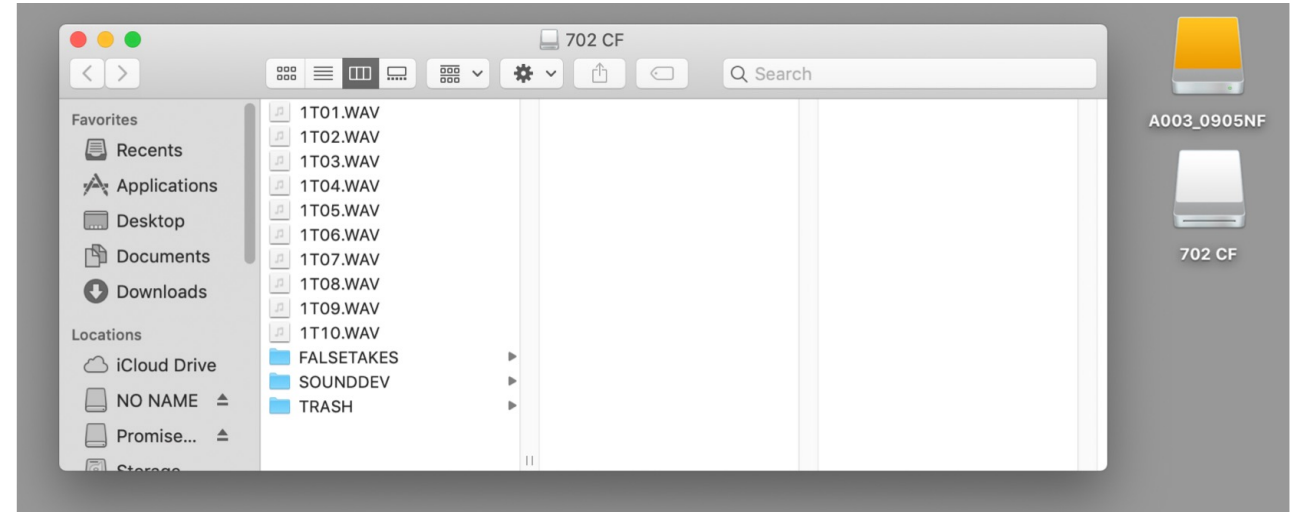
1

Offloading Media

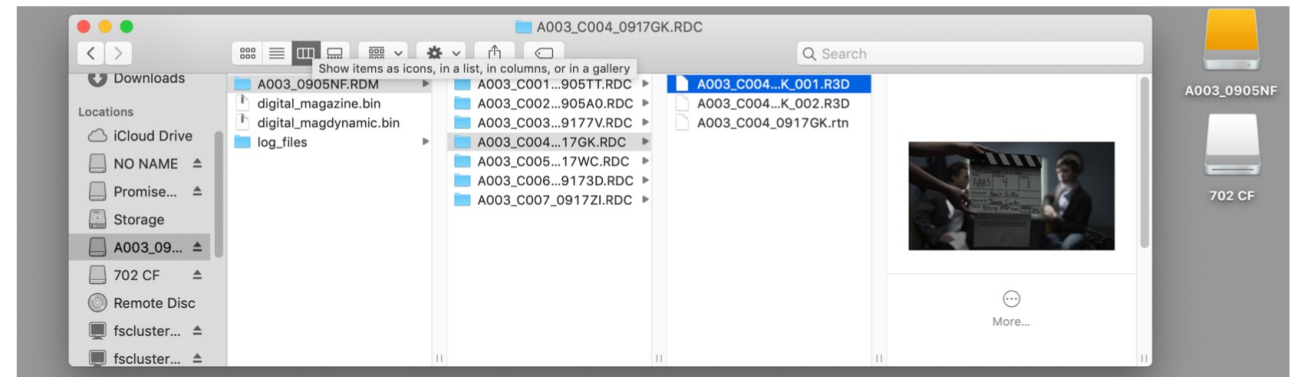
At the end of each shooting day, the AE will pick up all media cards and the script supervisor binder (containing script supervisor paperwork, camera reports, and sound reports). Bring everything back to the school for ingest.

IN YOUR ASSIGNED SUITE

You will need card readers. Insert the cards into the corresponding readers. They will mount like an external hard drive and appear on the desktop.



CF card containing sound



RED Mini Mag containing video

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G Drive

Double click the G-Raid Editing Drive icon on the desktop.



-  01bth
-  02bth
-  03bth
-  04bth
-  05bth

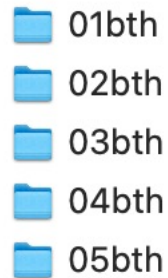
Navigate to the film you are assistant editing.

3 INGEST/OFFLOAD

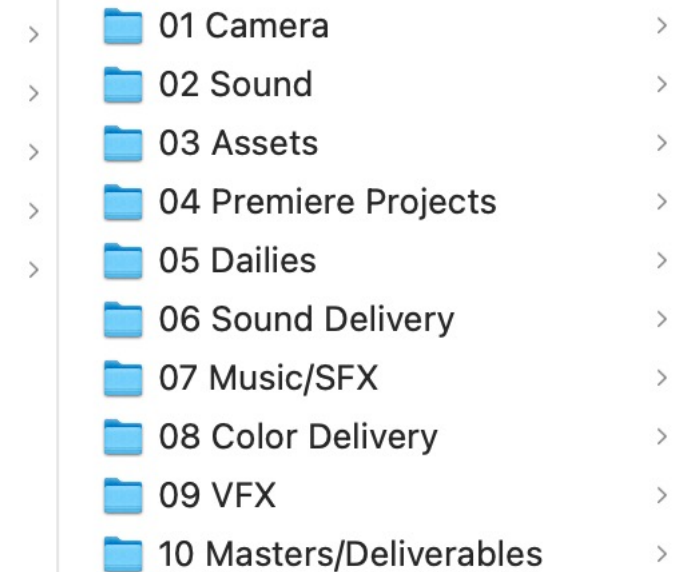
Drag and drop all raw media from your SSD and Audio Cards to the appropriate folders on the G-Raid Editing Drive.

- **ALL video files are dropped into folder 01 _Camera**
- **ALL audio files are dropped into folder 02_Sound**

Note: offloading media takes time. Allow the computer to do its thing by keeping all other windows, applications, etc., closed.



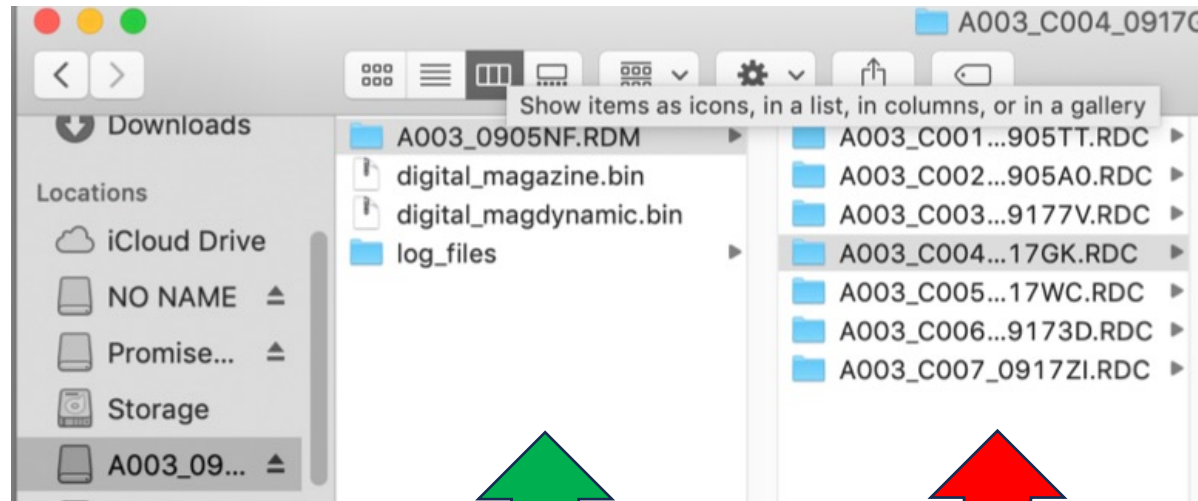
- 01bth
- 02bth
- 03bth
- 04bth
- 05bth



- > 01 Camera >
- > 02 Sound >
- > 03 Assets >
- > 04 Premiere Projects >
- > 05 Dailies >
- > 06 Sound Delivery >
- > 07 Music/SFX >
- > 08 Color Delivery >
- > 09 VFX >
- > 10 Masters/Deliverables >

DO NOT “CHERRY PICK”

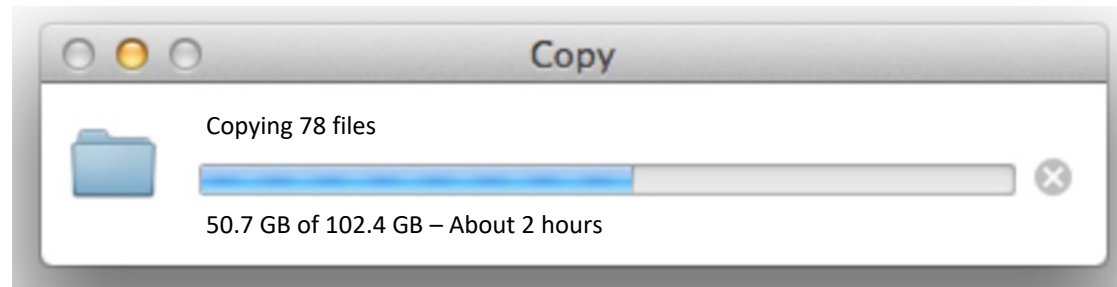
MEANING: do not pick and choose which files will be transferred to the Pegasus.
You are required to copy the ENTIRE root file menu!



Copy ALL FILES from
the root menu and
paste to G-Raid.

Do NOT select individual
files during the AE
process.

Offloading media to the G-Raid
takes time. Typically, hours.
Before proceeding to dailies, you
are required to wait until ALL files
have been offloaded.



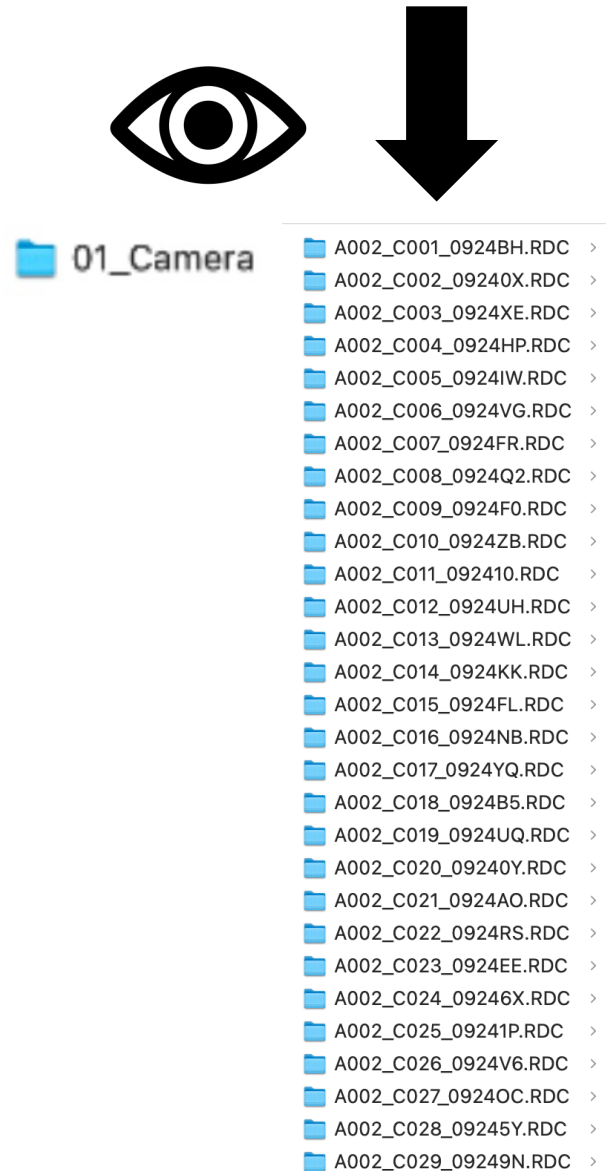
FAILURE TO OFFLOAD **ALL** FILES WILL RESULT IN A FAILING GRADE.

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CHECK YOUR FILES

Ensure that all media has been offloaded into the correct folders.

Make sure ALL media is accounted for and has been safely transferred to your G Drive.



The **CF cards** will need to be erased after you have confirmed their transfer.

Remember to empty the trash after deleting the sound card as that is the only way to free up space on the card.

You **do not** erase the **RED Mini Mags** as they will be reformatted the next time they are put in the camera.

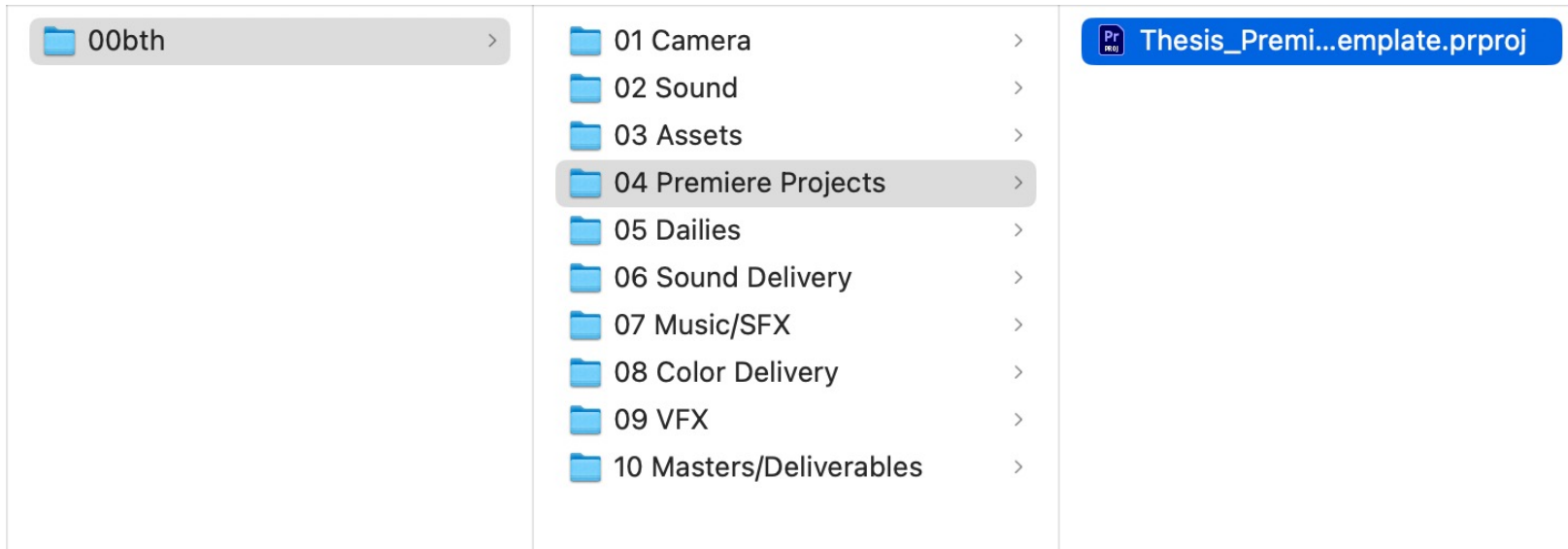
If you still have more days of production to go, you will **return the cards to the Producer** before set the next day.

If it's the final day of production, please place all the media cards in the ingest box (white box on the desk) in the appropriate space.

5

Open Premiere

Navigate to your Premiere Project (of the film you are assistant editing).

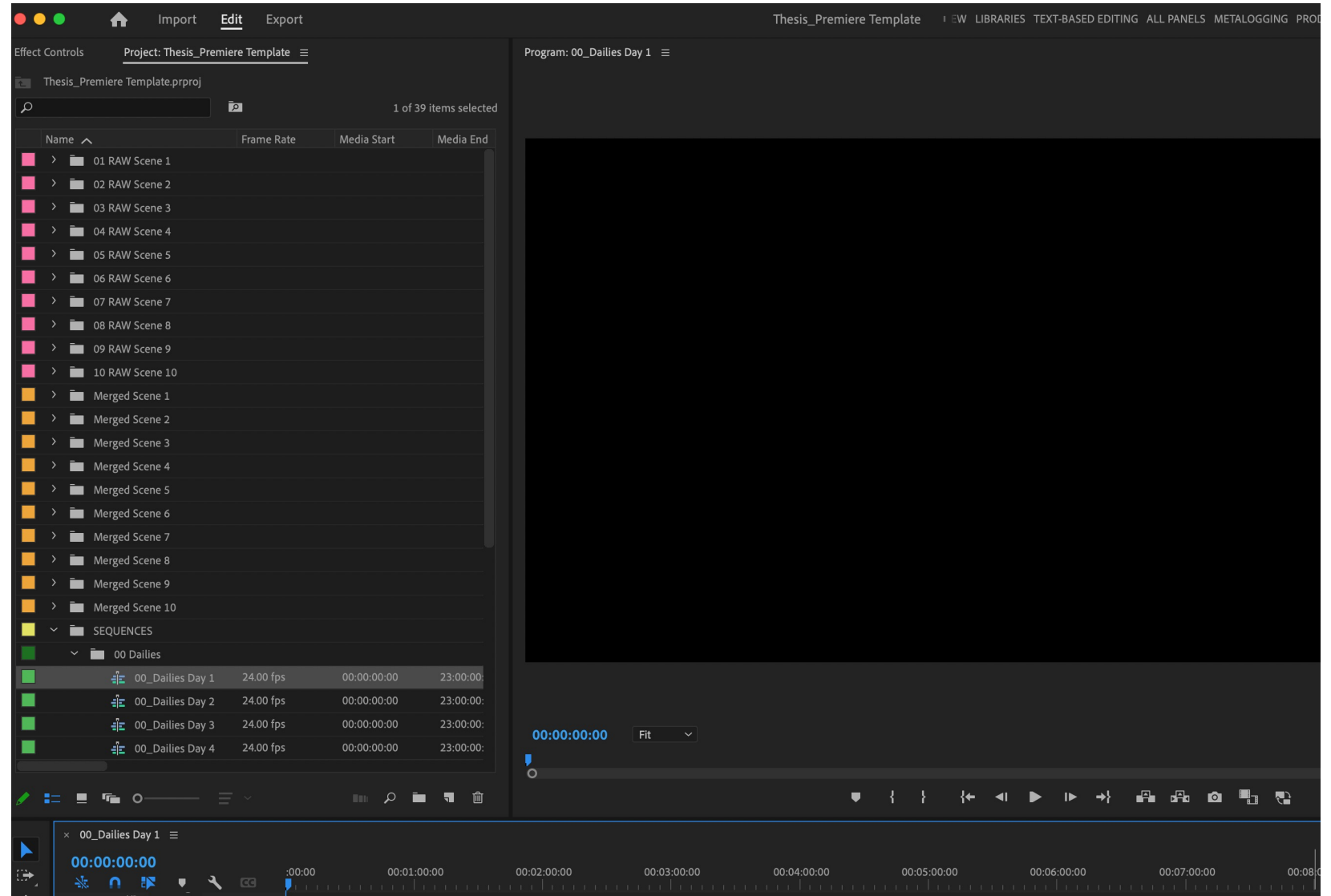


6

The bin structure is already set up for you and must be maintained. Take a moment to tour the bin structure. Thesis templates are available in each suite.

Raw Scene folders are for files that have not been edited or merged. Inside of each Raw Scene folder you will find a “Footage” and a “Audio” folder.

STAY ORGANIZED



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Import the .R3D files into the appropriate footage bin.

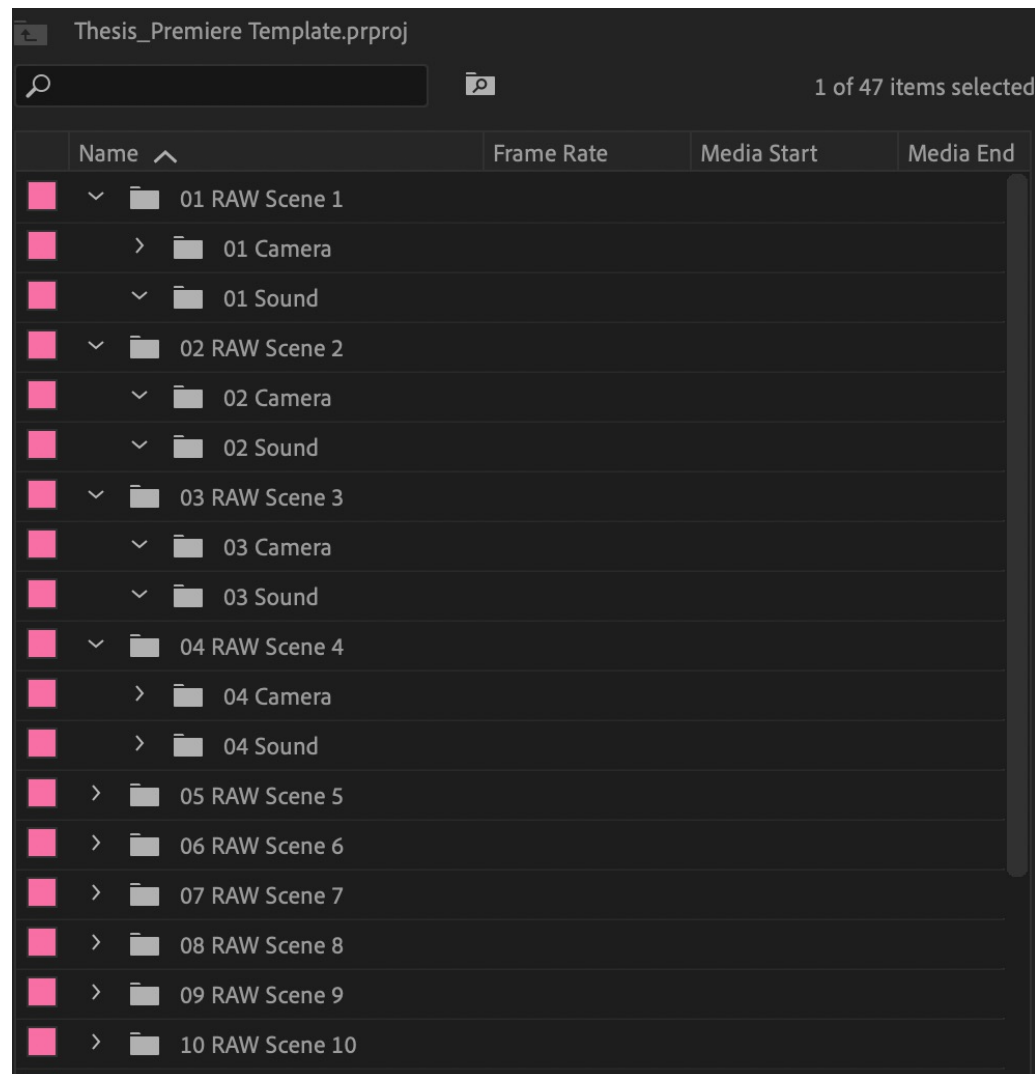
For example,
01 RAW Scene 1 > 01 Camera

Do not import entire folders –
ONLY the .R3D files.

Import the .WAV files into the appropriate audio bin.

For example,
01 RAW Scene 1 > 01 Sound

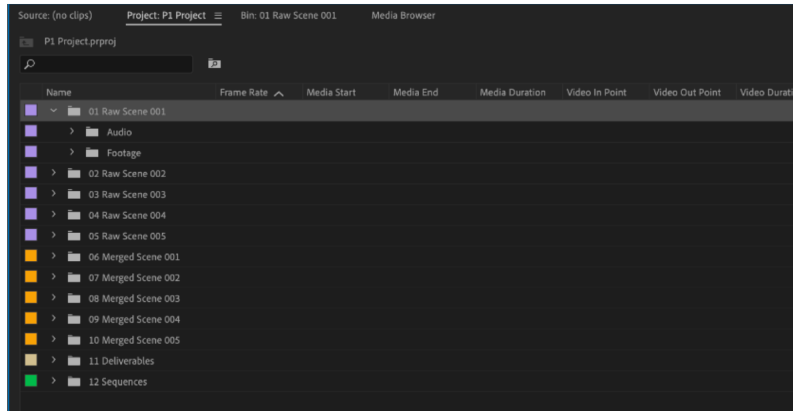
Click to highlight a bin. To IMPORT hit: [command + i](#)



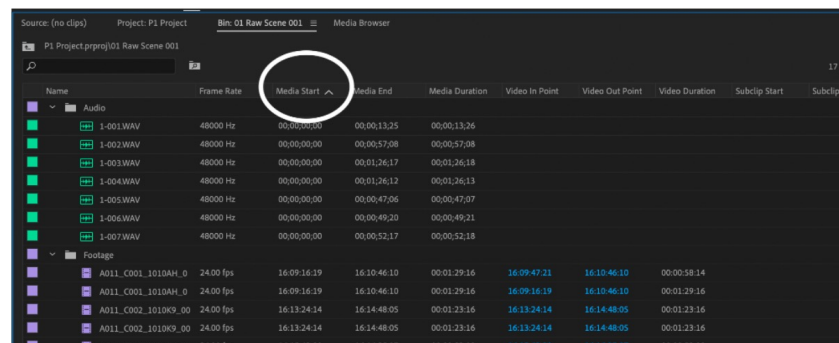
8 DIGITAL TIMECODE SYNC!

TimeCode Sync in Premiere Pro

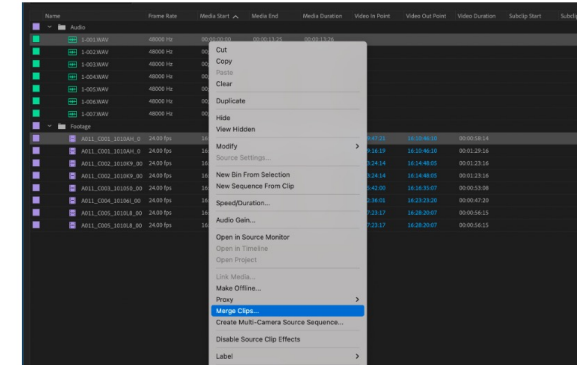
1. Import all your .r3d and .wav files into the appropriate bins (EX. Raw Scene > Audio)



2. Once media has been organized into appropriate bins, you're now ready to start merging audio and footage
3. Open Raw Scene 001 Bin into its own window by double-clicking.
4. Then, hit Media Start to organize your files by start time.

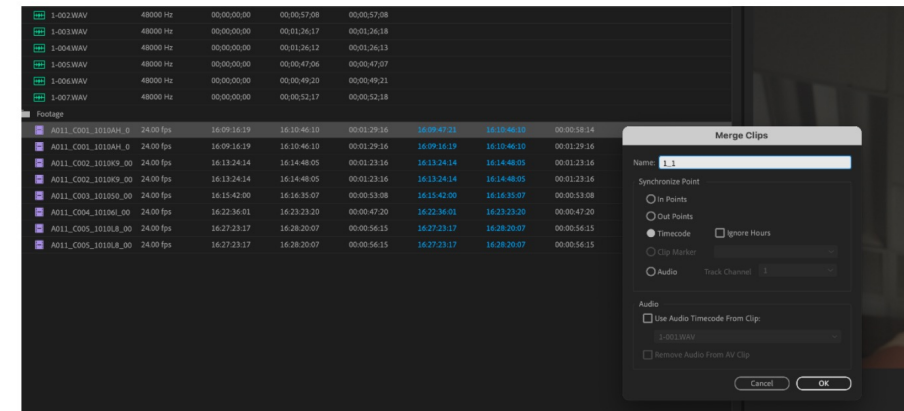


5. To merge Audio and Footage, highlight both files by pressing Command and clicking the corresponding .r3d and .wav.



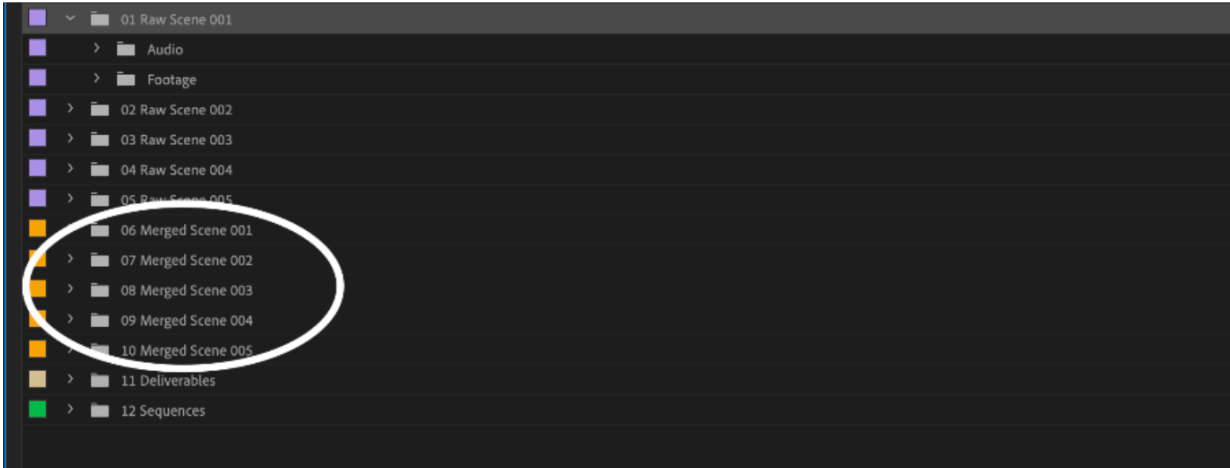
6. Merge clips by using the computer's shortcut or by RT-clicking and pressing the Merge Clips option
7. A "Merge Clips" window will pop up. Select "Timecode" for the synchronize point. Then re-name your new file as usual.

SELECT "RENAME AUDIO FROM AV CLIP"



DIGITAL TIMECODE SYNC CONTINUED

8. Now, you can organize your new file into the corresponding Merged Scene Bin.



9. Repeat this process for all .r3d and .wav files until you have every merged clip. Then, you can assemble dailes as usual.

10. **SPECIAL NOTE A:** if the timecode starts at 00:00:00:00, you will likely need to use the “manual” sync method on the following pages.

11. **SPECIAL NOTE B:** to TRIM AUDIO in the TIMELINE, UNLINK the audio/video, trim the audio, then RELINK the audio video.

Link/Unlink Hot Key: Command + L

(Or you might be able to hold down the Option key while dragging the edge bracket of the audio clip.)

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Synchronize Clips (Manually)

You will use the “merge clips” command in Premiere to sync the audio and video together.

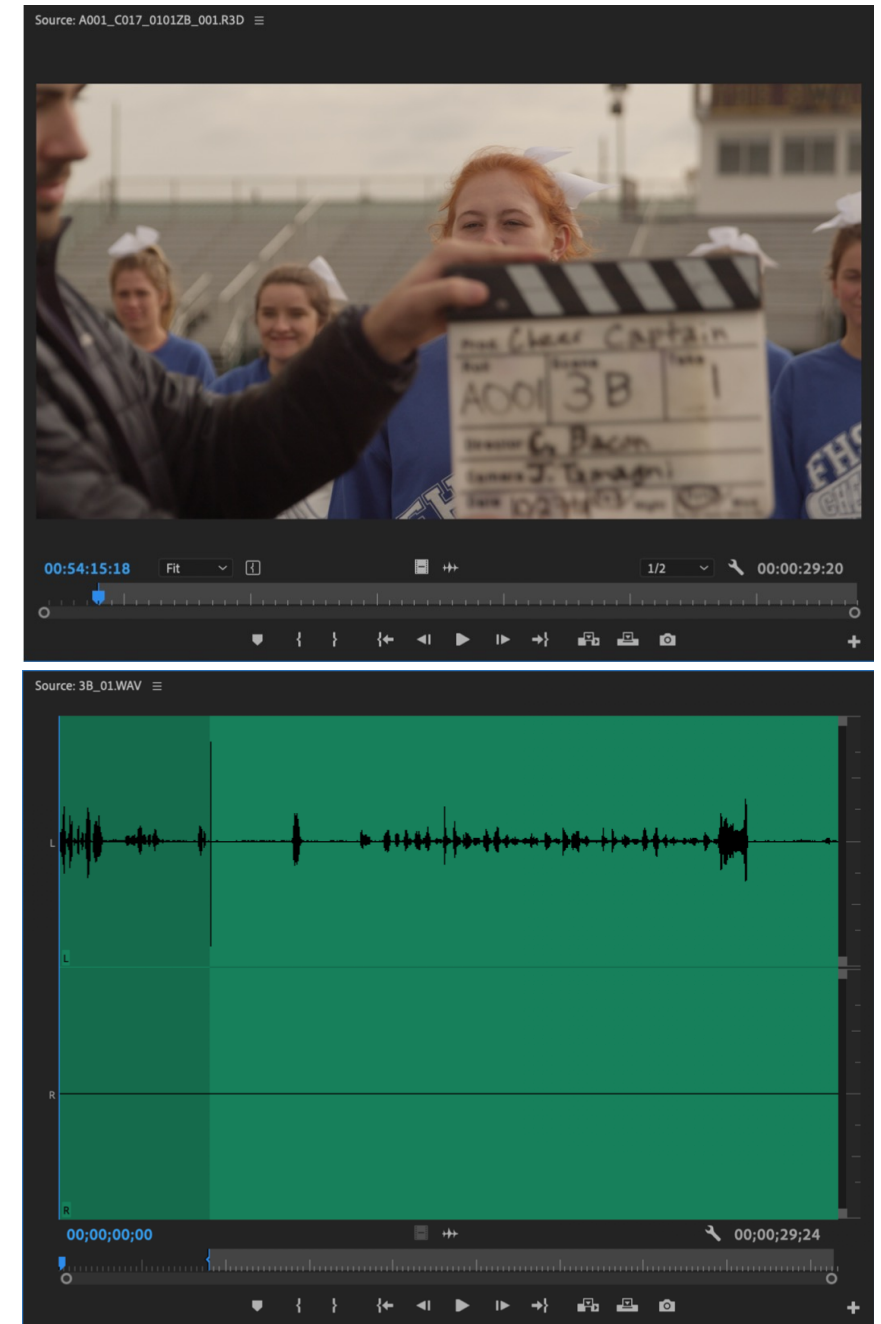
STEP 1:

- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- Set an in-point on the **first frame** when the chevrons touch.

STEP 2:

- Double click the corresponding sound clip to open it in the Source Monitor.
- Set an in-point on the **first frame** that you can hear the clap.

To set an in-point, hit the letter “i” on your keyboard.



STEP 3: Hold down the command key and click to select the corresponding video and audio clips.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips and select MERGE CLIPS... from the drop-down menu.

STEP 5: In the Merge Clips window

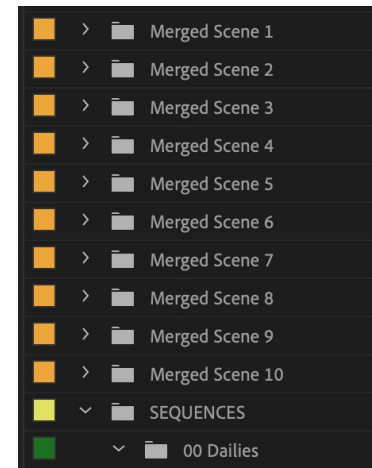
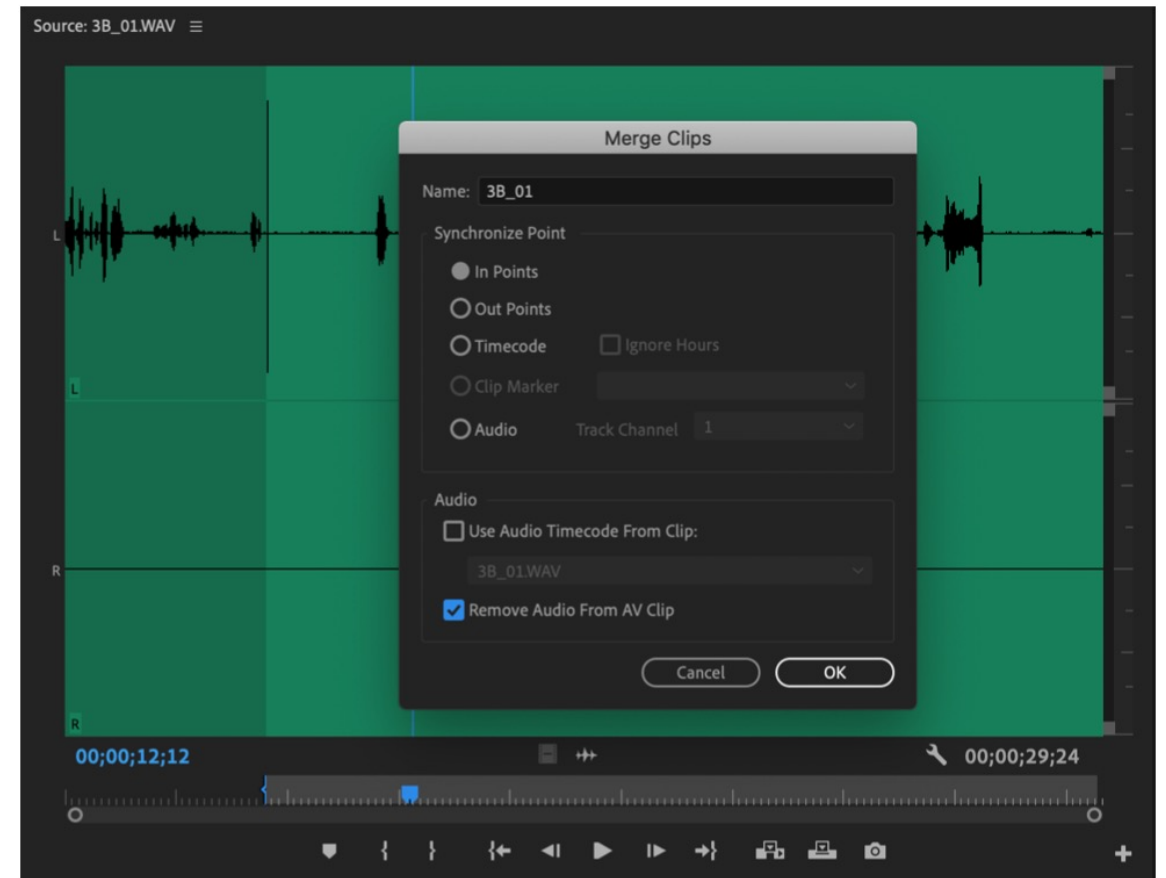
Instructions:

- Name the merged clip after the setup and take number on the slate (ex: 2A-1)
- Set the Synchronize point as “In Points”
- Select “Remove Audio from AV Clip”
- Click “OK”

STEP 6 REQUIREMENT:

Premiere has now created a merged clip. Find this clip in the Project Panel.

- Double click the merged clip to view it in the source monitor.
- Play the clip and CHECK THE SYNC.
- If the sync is perfect, move the clip into the appropriate MERGED SCENE BIN.



Merged Clips go into Merged Bins.

WHAT IF THE SYNC IS OFF?

Once you create a merged clip, you are unable to modify it. So, if you made a mistake, and maybe misaligned the audio and the video, or accidentally used the wrong track from the audio recording and want to swap it out, that won't be possible. You will need to recreate the entire merged clip. (You can delete the old merged clip. Do not delete any other files.)

IF YOUR EDITOR NOTICES ANY SYNC ISSUES, AEs WILL BE REQUIRED TO FIX ALL SYNC ISSUES WITHIN 48 HOURS.

MOS?

If you come across a clip that was labelled “MOS” on the slate, it means there is no corresponding audio file to sync. Follow these instructions.

- 1) Rick-click on the clip > duplicate it
- 2) Rename the duplicate version as slated, with a suffix of “-MOS” (ex: 3-1-MOS)
- 3) Move the duplicate version to the appropriate merged scene bin

WHAT ABOUT TAIL SLATES?

You will use the “merge clips” command in Premiere to sync the audio and video together.

STEP 1:

- Double click the first video clip to open it in the Source Monitor.
- TAKE NOTE of the **setup and take number** that are on the slate.
- Set an out-point on the first frame when the chevrons touch. This time the slate will be near the **END** of the clip.

STEP 2:

- Double click the corresponding sound clip to open it in the Source Monitor.
- Set an out-point on the first frame that you can hear the clap. This time the clap will be near the **END** of the clip.

To set an out-point, hit the letter “o” on your keyboard.

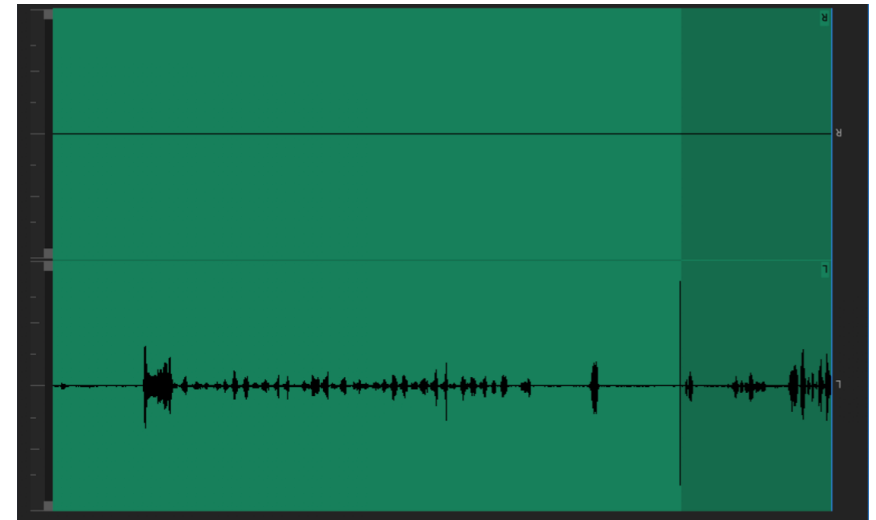
STEP 3: Hold down the command key and click to select the corresponding video and audio.

STEP 4: With both clips highlighted, RIGHT CLICK on one of the highlighted clips and select MERGE CLIPS... from the drop-down menu.

STEP 5: In the Merge Clips window

Instructions:

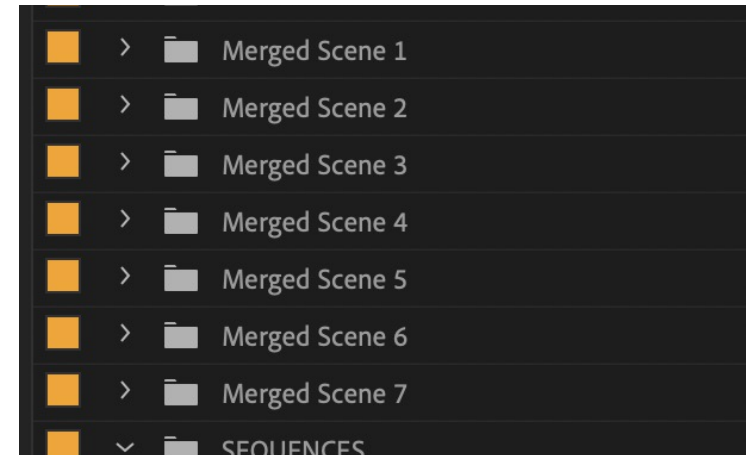
- Name the merged clip after the setup and take number on the slate (ex: 2A-1)
- Set the Synchronize point as “**Out Points**”
- Select “Remove Audio from AV Clip”
- Click “OK”



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Organize Merged Clips in Premiere

Place ALL merged clips into the appropriate merged scene bins.



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Building the Dailies Sequence

The dailies sequence includes **ALL** the footage shot that day. In other words, it includes all the footage shot for the entire show.

In the TIMELINE SEQUENCE

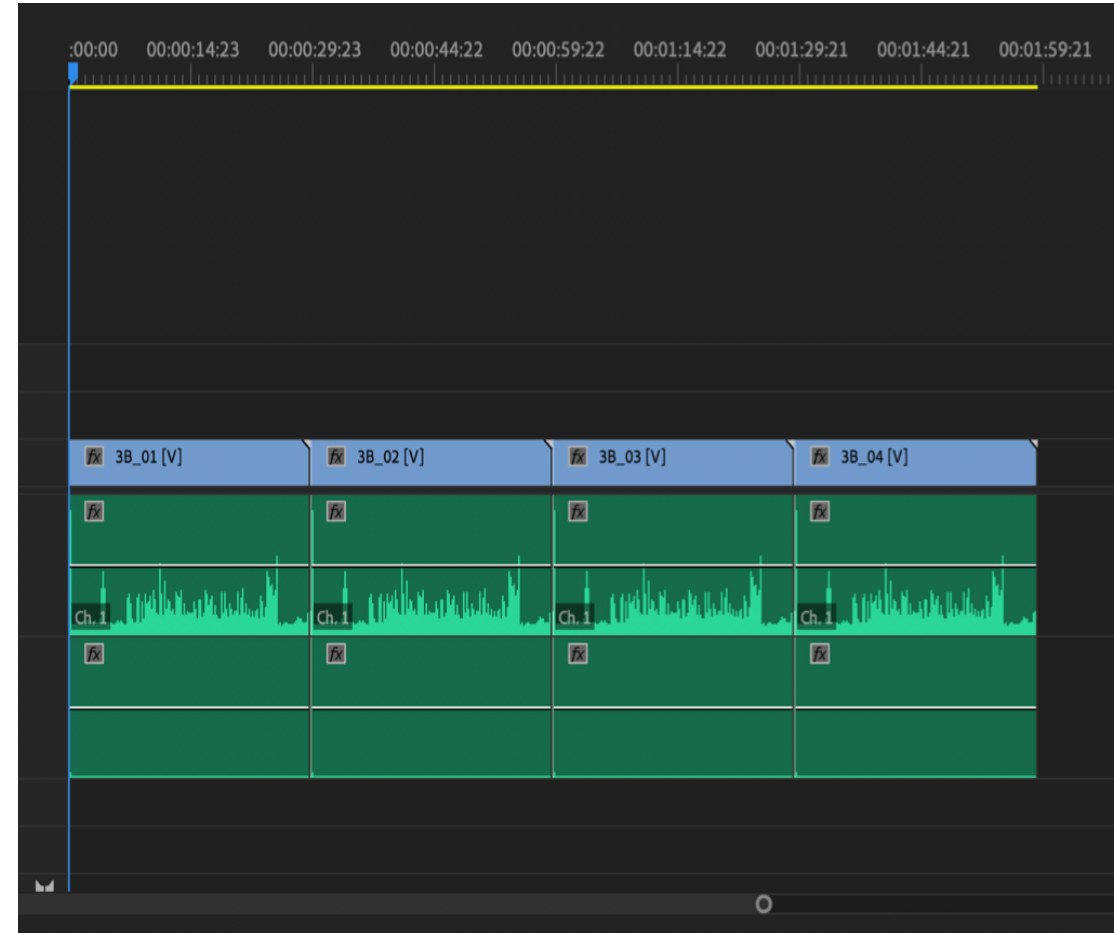
- Place the merged clips in Scene/**Story Order**.
- Within each scene, place the shots in the following order.
 1. Wide shots
 2. Medium shots
 3. Close-ups
 4. Inserts/Extreme Close-ups

REQUIRED

Since sound starts rolling before picture on set, you'll notice that there's excess audio media at the head (and sometimes also the tail) of each shot. You'll want the head and tail of each audio clip to line up with the head and tail of the video.

To trim the audio, hold down **Option** and **drag the head or tail of the audio track**.

A trimmed sequence should look like this.



CREATE A DAILIES SLATE

- a) Hit **command + t** to create text.
- b) Place the text **clip at the beginning of the timeline.**
- c) **Do not place the text on the first shot.**
- d) Trim the text to exactly five seconds.
- e) Enter/fill out the following:

EXAMPLE

Use Proper Naming Convention:

Production#_Dailies_Day 1/2/3/4

Examples

22bth_Dailies_Day 1

22bth_Dailies_Day 2

22bth_Dailies_Day 3

22bth_Dailies_Day 4

Shoot Date → Date: 03/03/23

Total Run Time → TRT: 00:30:26:11

01bth_DAILIES_Day 1

PR: Mandy Moore

DR: Tilda Swinton

PD: Jack Trainer

DP: Freddy Krueger

ED: Bong-Joon Ho

AE: YOUR NAME HERE

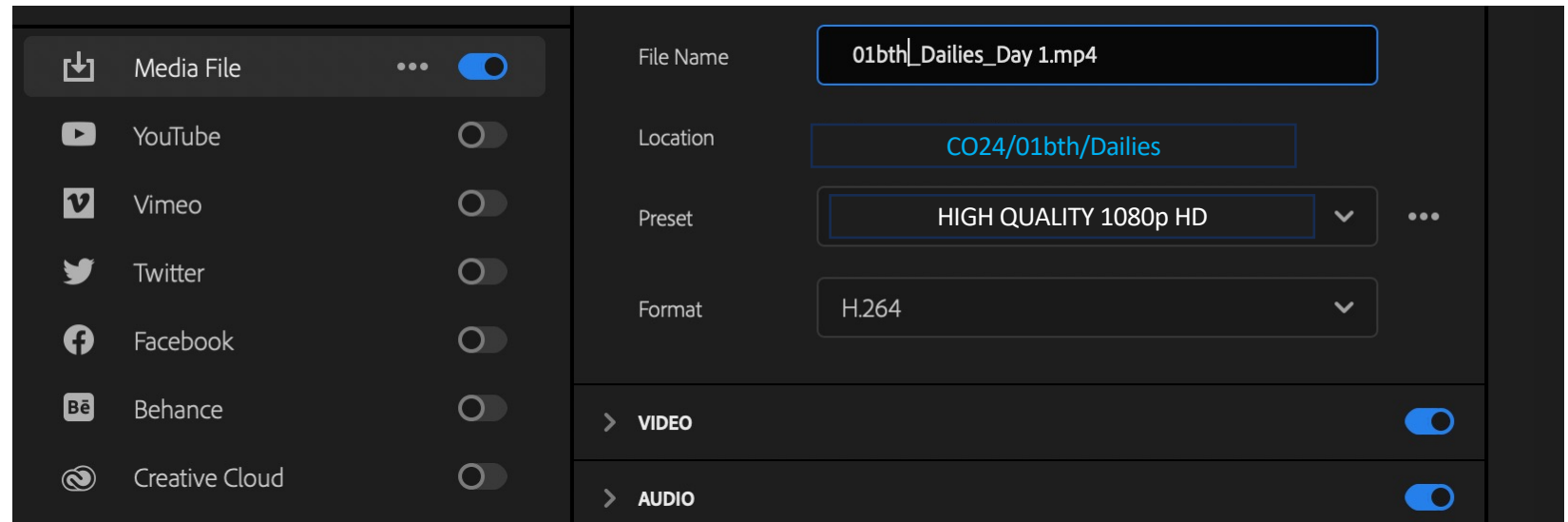
"Total Run Time" or TRT is standardized across all audio-visual media. It is the literal total length of the entire program. The entire program includes all opening and ending credits. From the first frame to the last.

11

Exporting the Dailies Sequence

In Premiere, double check your work. Do you have all the required elements ready for export? Take a moment to make sure that the **sequence is named correctly** and that the **in and out points are set**.

- A. Activate the Timeline Panel
- B. Click File > Export > Media
- C. Export Settings:
 - 1) **Source Range** is set to “Sequence In/Out”
 - 2) **File Name:** Project#_Dailies_Day (example: [10bth_Dailies_Day 1](#)).
 - 3) **Location:** Click the blue filename.
 - In the **Save As** dialog box, choose the Thesis [DAILIES FOLDER](#) on the G-Raid. Then click **Save**.
 - 4) Preset: **HIGH QUALITY 1080p HD or 720p**
 - 5) Click: Export



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DAILIES SCREENING NOTES		
	Prod #: _____	Date Shot: _____
	Title: _____	
	Director: _____	Scene: _____

1. **Watch the Dailies Export to check for errors.**
2. **Fill out the Dailies Screening Notes (in totality) in the order of the dailies export.**

DAILIES SCREENING NOTES

- a. Enter the following info in the order of dailies export.
- b. Fill in the **Date** of the shoot, **Take** Number, **Scene** Number.
- c. Mark if the shot was **sync**, **MOS**, or a **series take**.
- d. Using the script supervisor paperwork, mark if it was the “best take,” “good take,” or “no good.”
- e. Within the text box for each shot **ONLY** include obvious technical flaws (ex: boom in frame).
- f. Print clearly and small so the editor and director can take additional notes in the text box.



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DAILIES DELIVERY

Upload your Dailies Export to the appropriate Dailies folder on WKU Google Drive.

Upload Dailies Export to your assigned SHUTTLE DIRVE.

MULTI-DAY SHOOTS

It is the AE's responsibility to have the previous day's footage ready to review each morning. ALT will view the dailies, on location, during lunch.

After the final day of production, the offloaded sound and camera cards should be left in the appropriate white bin on the desk in the ingest room.

DAILIES SCREENING



Deliver the Shuttle Drive and the Dailies Screening Notes to the Producer



Get Some Rest



Director and Editor will take notes during the screening.



Editor will contact the AE if there are any sync or dailies issues.



AE fixes any issues within 48 hours.